ASIIS Vaccine Transfers

Transferring vaccine
Receiving transferred vaccines

Creating a Transfer

To Access the Current Order/Transfer List screen, click **Create/View Orders** under the **Orders/Transfers** tab in the navigation pane.

To create a vaccine transfer request, select **Create Transfer** from the **Current Order/Transfer List**.

Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.

Next, indicate the site that will be receiving the transferred vaccines. Do this by selecting the provider from the **Receiving IRMS** drop down. Select the number of doses you wish to transfer. After making your selection click **Create Transfer**.

Note: Frozen vaccines cannot be transferred

Organization (IRMS): TEST IRMS (10011)   Date: November 5, 2015

Create Transfer

Sending Organization (IRMS)	TEST IRMS
Sending Facility	
Submitter	KELSEY PISTOTNIK VFC (KELSEY)
Receiving Organization (IRMS)	0000 VOMS TRAINING (60137) ⌄
Receiving Facility	---select--- ⌄

Transfer Details

Transfer Quantity	Vaccine	Public	Lot Number	Quantity Available	Expiration Date	Transfer Reason
0	DTaP/IPV	Y	45663H	10	05/06/2016	
0	Hep B - Ped/Adol - presv. free	Y	8289GB	5	05/20/2016	
10	Pneumococcal, PCV-13	Y	346737	20	05/05/2016	Unable to use doses

Cancel   Create Transfer

The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** queue.

Vaccines <u>cannot</u> be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.

Organization (IRMS): TEST IRMS (10011)   **Date:** November 5, 2015

Current Order/Transfer List
Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
-->	32622	123456	11/05/2015	0000 VOMS TRAINING

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

[Create Order] [Create Transfer]

Arizona Department of Health Services

Receiving a VFC Transfer

To accept an approved transfer, select **Create/ View Orders** from the **Orders/Transfers** tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

Organization (IRMS): 0000 VOMS TRAINING (60137)   **Date:** November 5, 2015

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
-->	32622	TEST	11/05/2015	TEST IRMS

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

[Create Order]   [Create Transfer]

Enter the number of doses you will be receiving in the **receipt quantity** field. If you decide to reject any of the transferred doses, enter the number of doses you are rejecting in the **rejected quantity.**
Click the **Receive** button to complete the vaccine transfer.
Note: The sending provider is responsible for the vaccines until this step has been completed.

Organization (IRMS): 0000 VOMS TRAINING (60137)   **Date:** November 5, 2015

Receive Transfer

Transfer Number	32622
Submit Date	11/05/2015
Submitter	KELSEY PISTOTNIK VFC (KELSEY)
Approval Date	11/05/2015
Approver	KELSEY PISTOTNIK VFC (KELSEY)
Receiver	KELSEY PISTOTNIK VFC (KELSEY)

Transfer Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Public	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
10	10		Pneumococcal, PCV-13	Y	PFR	346737	05/05/2016		Creating a New Lot	--select--

Cancel   Receive

Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue.

Organization (IRMS): 0000 VOMS TRAINING (60137)   Date: November 5, 2015

Current Order/Transfer List
Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

Create Order   Create Transfer

The transferred vaccine is now in the receiving provider's inventory and subtracted out of the sending provider's inventory.

Organization (IRMS): 0000 VOMS TRAINING (60137)   Date: November 5, 2015

Reconcile Inventory

Vaccine ⬍	Lot Number	Exp Date ⬍	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public ⬇	Inactive	Add Row
Pneumococcal, PCV-13	346737	05/05/2016	10		0.0	--No Category Required ✔	--No Reason Required-- ✔	Y	☐	+

Print   Reset   Save

Submit Monthly Inventory

Inventory Last Submitted: 09/08/2015

Legend
Public Lots
Private Lots
Expired Vaccines
Expires in 30 days or less

You are done!

Please register that you have completed this training module by completing the training registration form at http://www.surveymonkey.com/s/CXL2RPY. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.